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## ABSTRACT

Resources are enumerated for community college personnel working with economically and/or academically disadvantaged students and with students who speak limited English. The document first provides operational definitions for these groups and then lists and discusses resources under the following headings: (1) needs assessment, (2) instruction and training of vocational and special education personnel, (3) model programs and projects, (4) student recruitment and retention, (5) employment of the disadvantaged, (6) educational and vocational information for students, (7) learning kits, simulations, and other teaching aids, (8) filmstrips, cassettes, and slides, (9) films and video tapes, (10) posters and photo aids, (11) relevant journal literature, (12) professional newsletters, and (13) government and private agencies. Each entry provides availability and cost information. (JP)

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# RESOURCES FOR WORKING WITH DISADVANTAGED STUDENTS AND STUDENTS WHO SPEAK LIMITED ENGLISH

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RESOURCES FOR WORKING WITH DISADVANTAGED STUDENTS  
AND STUDENTS WHO SPEAK LIMITED ENGLISH

DEFINITIONS

Disadvantaged: Persons (other than handicapped persons) who have academic or economic disadvantages and require special services, assistance or programs in order to enable them to succeed in vocational education programs.

Academic Disadvantaged: Persons who lack reading and writing skills, mathematical skills or perform below grade level.

Economic Disadvantaged: Persons who have a family income at or below national poverty level, whose parent(s) or guardian is unemployed, who are recipients of public assistance or are institutionalized or under State guardianship.

Limited English-Speaking: Persons who were not born in the United States or whose native tongue is a language other than English and who came from environments where a language other than English is dominant, and by reasons thereof, have difficulties speaking and understanding instruction in the English language.

RESOURCES FOR WORKING WITH DISADVANTAGED STUDENTS  
AND STUDENTS WHO SPEAK LIMITED ENGLISH

ASSESSING NEEDS

Assessment of Need in Programs of Vocational Education for the Disadvantaged and Handicapped. Final Report, Volume II.  
Parsons, Edgar A, and others. System Science, Inc., Chapel Hill, North Carolina, 1975.

Available from EDRS - ED# 136-022 - Volume I - \$16.73.  
Available from EDRS - ED# 136-023 - Volume II - \$12.71.

Volume I is a description of a national study undertaken to gather data on patterns of vocational education programs effectively serving special needs populations, and what resources are required. Volume II is a compendium of descriptions of successful programs, intended as a resource document for those interested in developing new programs or improving current ones.

Career Education and Minorities: Monographs on Career Education.  
Jackson, Roberta H. Office of Career Education, Washington, D.C., 1977. n.p. Stock #017-080-01733-4.  
Available from: Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402

Focuses on issues involved in delivering effective career education to minority persons, specifically unemployed adults and high school dropouts.

Career Education: Disadvantaged Students. Leonard, George.  
CVE Publications, 1973, 20 pp. \$2.50 No.# IN-82.  
Available from: The Center for Research in Vocational and Technical Education  
Ohio State University  
1960 Kenny Road  
Columbus, Ohio 43210

Identifies career education needs of the disadvantaged, and summarizes current career education programs for the handicapped.

Career Education: Implications for Minorities. Sheppard, N. Alan, and Witherspoon, Everette L. American Educational Research Association, 1977. \$1.67. Available from EDRS - ED #141-637.

Paper presented at the Association's Annual Meeting discusses a number of critical questions about career education for minorities.

Career Education for Special Populations. Hoyt, Kenneth. Office of Career Education, Washington, D.C., 1976. 26 pp. \$.45. Stock No. #017-080-01612-51.

Available from: Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402

Attempts on the part of the Office of Career Education to improve service to special portions of the population. The first paper discusses career education of minority and low-income persons.

The Consideration of Race in Efforts to End Sex Bias. Gump, Janice P. and others, 1973. 50 pp. \$2.06. Available from EDRS - ED #095-365.

Examines the need for sex fairness efforts for minority women related to measurement of vocational interest.

Equal Access and Opportunity in Vocational Education. Budke, Wesley, comp. CVE Publications, 1976. 25 pp. \$2.80. No. #BB-36.

Available from: National Center for Research in Vocational and Technical Education  
Ohio State University  
1960 Kenny Road  
Columbus, Ohio 43210

Provides resumes of relevant documents in ERIC; AIM/ARM data bases, citations of journal articles, and descriptions of projects.

Essays on La Mujer. Sanchez, Rosaura, editor. Chicano Studies Center, 1977. 194 pp. \$5.35.

Available from: Chicano Studies Center Publications  
University of California  
405 Hilgard Avenue  
Los Angeles, California 90024

Ten essays deal with various historical, social, and economic aspects of the life of the Hispanic woman. Part I includes articles on her role within the labor force.

Hispanic Women and Education: Annotated Selected References and Resources.  
Wheat, Valerie and Cotera, Martha, 1978. 15 pp. \$2.50.

Available from: Women's Educational Equity Communications Network  
Far West Laboratory (WEECN)  
1855 Folsom Street  
San Francisco, California 94103

Cites bibliographies, curricula, journal articles, research studies, and other resources that relate to education, economic status, and counseling of Hispanic women.

Identification of Barriers and Proposed Solutions to the Attainment of Equal Representation in Post-Secondary Allied Health Programs for Minorities, Final Report. Whittington, Marna C. Associates for Research in Behavior, Inc., Philadelphia, Pa., 1975. \$11.37.  
Available from EDRS - ED #11B 299.

Only the barriers which could be resolved or reduced through programs of public information, outreach, and training were identified. These barriers prevented application, matriculation and/or completion of post-secondary allied health programs by Blacks, Spanish-Surnamed Americans and Native Americans.

Minorities and Career Education. Davenport, Lawrence and others, 1974. \$2.80.

Available from: ECCA Publications  
2425 North High Street  
Columbus, Ohio 43202

Explores needed changes in the career preparation and education for minorities and examines the implications of career education subjects for minorities in the United States.

The Needs of the Spanish Speaking Mujer in Woman-Manpower Training Programs.

Nieto-Gomez, Anna, 1974. 10 pp. \$.75 xerox copy.

Available from: Chicano Studies Library  
3408 Dwinelle Hall  
University of California  
Berkeley, California 94720

Gives recommendations in the areas of research, curriculum developments, supportive services, staff development, and strategies for affirmative action related economic needs of Spanish speaking women.

The Plight of Career Counseling for Blacks and Other Minorities: Issues and Concerns. Moore, James C. American Personnel and Guidance Association, 1976. \$0.83.  
Available from EDRS - ED #133-664 microfiche only.

A paper presented at the annual convention in 1976 discusses racism in subtle forms in vocational counseling.

Research Focus on Ethnic Minorities in Vocational Education. Sheppard, N. Allen. American Vocational Association, 1975. \$1.67.  
Available from EDRS - ED #120-382.

Seven problems in the conduct of research in vocational education on ethnic minorities are briefly outlined. The author contends that the ethnic groups themselves must use the "weapon of research" to deal with the problems.

Sexism and Racism: Feminist Perspectives. Civil Rights Digest, United States Commission on Civil Rights, 1121 Vermont Avenue, N.W. Room 700, Washington, D.C. 20425, 1974. Single copies free.

Articles detailing the circumstances and struggles of Black, Puerto Rican, Indian, Chicano, and Asian American women.

Staff Awareness: Racial, Socioeconomic, Sex Stereotypes Limit Career Potential. CVE Publications, 1975. \$8.50 #S-10.  
Available from: National Center for Research in Vocational and Technical Education  
Ohio State University  
1960 Kenny Road  
Columbus, Ohio 43210

A staff development program to increase the expectations of students toward career potentials of all students regardless of race, sex, ethnic background, or the socio-economic status of the family.

Vocational Education In The 1980's. Davenport, Lawrence F. and others. American Association of Community and Junior Colleges, Washington, D.C., 1976. \$2.06. Available from EDRS - ED #124-249.

Compiles three papers dealing with the past, present, and future states of vocational education, concentrating on the impact of vocational education on urban minorities and the disadvantaged.

## TRAINING THE TRAINERS

Community College Occupational Programs Evaluation System (COPES) Guide: Disadvantaged. California Community Colleges, Office of the Chancellor, Sacramento, California, 1973. MF available VT-Eric Set - VT #100738.

Provides procedures and instruments to study aspects of occupational education related to the disadvantaged student who attends a California College. It does not include physically or mentally handicapped students.

Community College Vocational Cooperative Education, Second Annual Report. San Mateo Junior College, California and Coast Community College District, Costa Mesa, California, 1972.  
Available from: Program Development and Operations Branch  
Department of Health, Education & Welfare  
Washington, D.C. 20202

Evaluates the co-operative education program of five California junior colleges where opportunities are provided for training, retraining, and upgrading in a variety of vocational fields. Among others, it evaluates programs of educational assistance for returning veterans, and for the physically handicapped.

Developing Communications Skills and Program Strategies in Career Guidance For Ethnic Minorities. Brooks, Lois. American Institute for Research in the Behavioral Sciences, Palo Alto, Ca., 1976. \$0.83.  
Available from EDRS - in microfiche only - ED #140-204.

For use by guidance personnel in grades K-12 and at the postsecondary level. Designed as a six hour workshop with activities for developing skills in communication, self-concept, and career management. Coordinators guide also available. ED #140-203. \$0.83 microfiche only.

Educational Personnel for the Disadvantaged, Handicapped and Minorities: Information Sources. Magisos, Joel H., comp. CVE Publications, 1974. 28 pp. \$2.50. No. #BB-24.  
Available from: National Center for Research in Vocational and Technical Education  
Ohio State University  
1960 Kenny Road  
Columbus, Ohio 43210

Provides access to sources of information concerning educational personnel dealing with special populations.

Eliminating Stereotypes of Ethnic Minorities Through Career Guidance.

Brooks, Lois. American Institutes for Research in the Behavioral Sciences, Palo Alto, Ca., 1976. \$0.83. Available from EDRS in microfiche only #ED140-200.

For use by guidance personnel, grades K-12, and at the post-secondary level. Designed as six hour workshop with activities for helping participants differentiate between behaviors that reinforce stereotypes, and behaviors that lead to greater awareness of people as individuals. Coordinator's guide available. ED #140-199 microfiche only.

Fair And Balanced Treatment of Minorities and Women Guidelines. 1976.

Available from: Southwestern Publishing Company  
5101 Madison Road  
Cincinnati, Ohio 45227

Materials expressing the company's beliefs which form the basis for their commitment to provide instructional materials free from bias toward minorities and women.

A Guide To Decision Making For Bilingual Vocational Materials Development.

Development Associates, Arlington, Virginia. \$3.95.

Available from: Publications Division  
Development Associates, Inc.  
P.O. Box 1665  
Arlington, Virginia 22204

Practical material for administrators dealing with bilingual learners. Covers resources, priorities, and recommendations.

Handbook For Bilingual Vocational Materials Development. Development Associates, Arlington, Virginia. \$3.95.

Available from: Publications Division  
Development Associates, Inc.  
P.O. Box 1665  
Arlington, Virginia 22204

For teachers and counselors involved with bilingual vocational education students.

Handbook for Self Evaluation of Programs and Services to the Disadvantaged and the Handicapped at Community Colleges Under the Vocational Education Amendments of 1968. Tadlock Associates, Los Altos, Ca., 1972.  
Available from EDRS - ED #073-241. \$3.29.

Provides basic information for conducting an institutional self evaluation of programs offered to the disadvantaged and handicapped, funded under Public Law 90-576. Intended for those who are inexperienced with self evaluation projects.

The Language Experience Approach for Teaching Reading: A Research Perspective. Hall, Mary Anne. ERIC Clearinghouse on Reading and Communication Skills, Urbana, Illinois, December 1976. 54 pp.  
\$2.25. Order no. #861.

Available from: International Reading Association  
800 Barksdale Road  
Newark, Delaware 19711

Reviews the research literature relevant to the language experience approach, a method in which instruction is based upon the use of reading materials created by writing down children's spoken language. Part I is devoted to this review, and Part II synthesizes the results around specific topics including use with special populations with language differences.

Preparing Vocational and Special Education Personnel To Work With Special Needs Students, A Teacher Education Resource Guide.  
Albright, Len C. University of Illinois, Urbana, Illinois, 1976.  
\$10.03. Available from EDRS - ED #145-605.

Presents information on training in vocational programming for special needs disadvantaged and handicapped students, with emphasis on the adolescent and adult population. Final section consists of a guide to federal assistance.

Teaching Human Dignity: Social Change Lessons For Every Teacher.  
Wolf-Wasserman, Miriam and Hutchinson, Linda.

Available from: The Education Exploration Center  
P.O. Box 7339 Powderhorn Station  
Minneapolis, Minnesota 55407

A unique book of readings which presents remedies and analyzes educational inequities. A personal, yet political, curriculum guide which develops a sense of justice and real equality for all.

Third World Student and Counseling. U.C. Santa Barbara, 1978. \$2.00  
Available from: Librarians Office  
University of California  
Santa Barbara, California 93106

Reflects literature and counseling on minority groups primarily in educational and school setting from 1965 to 1977. Divided into five main sections; the Chicano and other Spanish Speaking groups, American Indians, Blacks, Asian Americans, and general writings discussing counseling of minorities in general.

Vocational Education for Students with Special Needs: A Teacher's Handbook. Altfest, Myra, ed. Colorado State University, Ft. Collins, Colorado, 1975. \$6.01 Available from EDRS - ED #112-090.

Contains seven chapters dealing with basic areas of concern to teachers of students with special needs. Included are: needs assessment, identification, suggested learning styles and techniques, and student evaluation.

Vocational Education For Students With Special Needs: An Administrator's Handbook. Altfest, Myra, ed. Colorado State University, Ft. Collins, Colorado, 1975. \$3.50 Available from EDRS - ED #112-091.

Contains seven sections, each dealing with a specific aspect of special vocational education. Included are processes of identification, needs assessment, developing priorities, and cooperation with community agencies.

Vocational Education For The Disadvantaged: A New Dimension. Love, Don. Los Angeles City College, California, 1970. 161 pp. \$4.89.  
Available from: L.A. City College Bookstore  
855 North Vermont Avenue  
Los Angeles, Ca. 90029

A report intended to help L.A. City College develop programs in vocational education for the disadvantaged.

What Vocational Education Teachers and Counselors Should Know About  
Urban Disadvantaged Youth. Feck, Vincent. CVE Publications, 1971.  
47 pp. \$3.00. #IN-46.

Available from: National Center for Research in Vocational and  
Technical Education  
Ohio State University  
1960 Kenny Road  
Columbus, Ohio 43210.

Designed to serve teachers and counselors interested in reviewing  
the key concepts relative to working with disadvantaged persons.

## MODEL PROGRAMS AND PROJECTS

Career Guidance For Adults: Focus on Women and Ethnic Minorities.  
A Planning Manual and Catalog of Programs. Harrison, Laurie R.  
American Institutes for Research in the Behavioral Sciences,  
Palo Alto, California, 1976. 23 pp. \$12.72. Available from  
EDRS - ED #124-687.

A catalog of viable approaches to adult career planning. Provides guidelines for determining local needs, developing procedures, implementing and evaluating the programs.

College For Human Services: A Model For Innovation In Urban Higher Education. Cohan, Audrey C. Women's Talent Corps, New York, N.Y., 1967.  
30 pp. \$2.06. Available from EDRS.

Describes the Women's Talent Corps, which has developed an action centered approach to the training of women from ghetto areas for pre-professional jobs in hospitals, welfare agencies, and schools. This report presents various aspects of the model project.

Continuation Of A Project To Develop A Vocational Classroom Teacher's "Hands On" Instrument To Measure Entry and Exist Skills Of The Special Education Student For Specific Occupations. Final Report.  
Atkins, Richard and others. Pittsburgh University School of Education, Pennsylvania, 1977. \$3.50 Available from EDRS - ED #147-550.

The project resulted in the development of a rationale and procedures for design of the instruments, an entering instrument for diagnosing occupational skills in auto mechanics, and an exiting instrument for food service skills.

Meeting the Vocational Education Needs of Special Populations.  
Wilson, Jack A. U.S. Office of Education, Bureau of Occupational and Adult Education, 1976.  
Available from: Bureau of Occupational Education  
400 Maryland Avenue  
Washington, D.C. 20202

Projects supported in 1976 by the Office of Education. The special populations are those which require bilingual vocational education, migrant populations and handicapped populations.

Mexican American Youth and Vocational Education in Texas: Summary And Recommendations. Schulman, Sam and others. Center for Human Resources, University of Houston. Houston, Texas, February 1973.

Among the findings are recommendations for what junior and community colleges can do to become more effective. Suggest that the relationship of post-secondary vocational technical education to the needs of the labor market should be especially evaluated.

The Minority Woman Employment Program. Clover, Robert W. and Greenfield, Paula.

Available from: Center for Study of Human Resources  
University of Texas  
101 West 27th Street  
Austin, Texas 78712

A national demonstration project which facilitates placement of qualified minority women in managerial and professional jobs. This is the second annual report. (See Recruitment Training Program: Women's Employment Division under heading "Agencies and Projects" for local program offices.)

A Model For The Implementation Of A Bilingual Vocational Education Program.

MF Available VT ERIC VT #103-586. 85 pp.

Available from: El Paso Community College  
Bilingual Skills Center  
El Paso, Texas

Document describing program initiated for non-traditional students in bilingual occupational training and language development. Included is a test for identifying persons of limited English speaking ability.

One Hundred Successful Vocational Special Needs Programs. Special Needs Personnel, National Association of Vocational Education, 1975. \$7.35.  
Available from EDRS - ED #117-442.

Makes available to educators examples of programs which meet the needs of the disadvantaged in school, the educationally disadvantaged not in school, and the handicapped.

Special Needs Populations: Annotated Bibliographies on Bilingual, Correctional, Migrant and Handicapped Populations With Unique Vocational Needs. Magisos, Joel H. and Stakelon, Anne E., comps. Center for Vocational Education. Columbus, Ohio, 1975. \$7.35. Available from EDRS - ED #133-607. Available from the Center - \$9.00.

An annotated bibliography including documents, journal articles, and current projects with instructions for ordering. Entries cover area of bilingual vocational education, correctional vocational education, vocational education for migrants, and vocational education for the handicapped.

Status of Bilingual Vocational Training, Fiscal Year 1977. Office of Education. DHEW. Single copies free. 38 pp. 1977. OE #77-01703. Available from: Dorothy Shuler  
Office of Evaluation and Dissemination/  
Office of Education  
Dept. of Health, Education, and Welfare  
Washington, D.C. 20202

Report of the Commissioner of Education and the Department of Labor; provides information on programs designed to aid persons with limited English-speaking ability. Includes legislation and review of literature.

A Study To Design A Model Of Effective Approaches, Methods, and Techniques To Meet the Needs of Ethnic Minority Students in Vocational Education. Final Report. Homitz, Allen and Associates. Oakland, California, 1975. \$0.83. Available from EDRS - ED #126-299 microfiche only.

The model delineates 20 elements in the school environment which should be considered in improving programs for minority students.

Vocational/Career Education Programs for Persons with Special Needs in Wisconsin's Vocational, Technical, and Adult Education Districts, 1975-1976. Tindall, Lloyd W., comp. Center for Studies in Vocational and Technical Education, Madison, Wisconsin, 1976. \$4.67. Available from EDRS - ED #132-280.

Provides information on 159 vocational career education programs for the handicapped and disadvantaged.

Vocational Evaluation and Work Adjustment Bulletin: Volume 8 Special  
Edition: Vocational Evaluation Project Final Report - Part I.  
Vocational Evaluation and Work Adjustment Association. Washington, D.C.  
1975. 64 pp. \$2.00.  
Available from: Materials Development Center  
University of Wisconsin-Stout  
Menomonie, Wisconsin 54751

Contains an editorial, two task-force reports, and brief summaries  
of the seven task-force reports which comprise the final report.

Writing and Stating Characteristics of Persons Who Qualify As Handicapped  
or Disadvantaged. Lawson, Patricia. Marshall University, Huntington,  
West Virginia, 1977. \$1.67. Available from EDRS ED #145-156.

One of twelve individualized performance-based modules, each based on  
a major competency needed by vocational administrators. Although  
based on a West Virginia project, the module is extremely useful  
for anyone administering programs for the handicapped or disadvantaged.

## RECRUITMENT AND RETENTION

Career Behavior of Special Groups. Theory, Research, And Practice.  
Picou, J. Steven, ed. 1975. 464 pp. \$13.95 Charles E. Merrill  
Publishing Company, 1300 Alum Creek Drive, Columbus, Ohio 43216.

Various existing theoretical issues are explored through a series of essays. Special groups are defined as "collectivities of people set apart from the white, male majority in terms of race, ethnic groups, sex, physical disabilities, residence origins, and commitment to alternative roles and values.

Counseling Girls and Women: A Guide For Jewish and Other Minority Women.  
Wolkon, Kenneth A. B'nai Brith Vocational Service, Washington, D.C.  
1973. 45 pp. \$2.06 ED #109-551. Available from EDRS.

Although primarily for Jewish women, this guide also offers specific information on the needs of minority groups in the counseling setting.

Counseling Mature Women From Different Cultures. Marple, Betty Lou.  
Paper presented at the American Personnel and Guidance Association  
Convention, March 25-30, 1972, Chicago, Illinois. 14 pp. \$2.06.  
Available from EDRS - ED #095-370.

Presents a survey of available research, and incorporates findings about the needs, goals, attitudes and help obtained or not obtained from counselors.

The Impact Of College On Persisting And Non-Persisting Students. V;  
Kowalski, Cash. Philosophical Library, New York, N.Y., 1977. \$7.95.

Home environment, college environment, and personal and academic characteristics are examined in an attempt to understand the factors associated with attrition at a midwestern university.

Improving Education and Employment Opportunities for the Handicapped:  
Expanding the Commitment of Vocational and Special Education.  
Braun, Kurt and others. University of Illinois, Urbana, 1977. \$7.35  
Available from EDRS - ED #145-119.

Results of a national workshop designed to improve educational and employment opportunities for handicapped and disadvantaged persons. Planning activities and workshop activities are described.

Improving the Access of Special Needs Students to the Resources and Facilities of Vocational Schools. Final Report, 1975.

Available from: Goldmeier, Harold  
Massachusetts Commission on  
Children And Youth  
14 Beacon Street Suite 705  
Boston, Massachusetts 02108

Instructional Development for Special Needs Learners: An In-Service Resource Guide. Phelps, L. Allen. Department of Vocational and Technical Education. University of Illinois, Champaign/Urbana, 1977. \$18.07. Available from EDRS - ED #133-940.

Designed for use by teachers, coordinators and consultants, the resource guide presents a system for managing and developing instruction for secondary level special needs students . . . disadvantaged or handicapped.

A Manual for Conducting Student Attrition Studies in Institutions of Post-Secondary Education. National Center for Higher Education Management Systems. Boulder, Colorado, 1976.

Developed for educators who lack familiarity with surveys, and the time and money to develop them. Gives adaptable administrative procedures, processing guidelines, a suggested questionnaire, and examples of other essential materials.

Occupations and Education In The 70's: Promises and Challenges. Schultz, Raymond E., and others. n.d. 40 pp. \$2.10.

Essays representing the thinking of five leaders in occupational education. Includes suggestions for improved programs with relaxed admission requirements in order to meet the needs of the disadvantaged.

Preventing Students From Dropping Out. Astin, Alexander W., Jossey-Bass. San Francisco, California, 1975. \$10.95.

This study identifies personal characteristics of students likely to drop out, and provides a basis for measurement of "drop-out proneness."

Recruiting Women For Traditionally Male Careers. Project On The Status And Education Of Women. Association of American Colleges, 1818 R Street, N.W., Washington, D.C. 20009, 1977. 7 pp. free.

Contains sections on special programs; special materials designed for recruiting women to an institution or specific school, and resources of special interest to minority women.

Revolving College Doors: The Causes and Consequences of Dropping Out, Stopping Out, and Transferring. Wiley. New York, N.Y., 1975. \$16.75.

Examines withdrawal from school in a descriptive rather than negative sense. Probes students' reasons for leaving, discusses differences in people, institutions, and lifestyles; the dropout's later academic performance and educational attainment.

Some Practical Remedies For Providing Vocational Guidance For Everyone.

Holland, John L. John Hopkins University. Baltimore, Maryland, October 1973. 35 pp. Available from EDRS - \$1.95/ ED #086-926.

Presents some practical plans, materials, and ideas for providing more useful vocational assistance to people of all ages, including programs for special populations.

Spanish-Speaking Program: A College Recruitment Sources Booklet.

Office of the Spanish-Speaking Program, U.S. Civil Service Commission, 1975. \$0.85. Stock no. #006-000-00843-7.

Available from: Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402

Rates institutions of higher education according to their Spanish-speaking student enrollment. Also lists Spanish language periodicals, radio and TV stations with Spanish language programs, Spanish-speaking organizations and consulting firms.

Targeting Information to Market Segments: An Action Oriented Study of Attitudes Toward Vocational Education Among Target Populations.

Final Report. Sikorski, Linda A., and others. Far West Laboratory For Educational Research and Development. San Francisco, California, 1976. 77 pp. \$4.67. Available from EDRS - ED #136-042.

A report of research conducted to show how segments of the population of minority and disadvantaged youth might be positively influenced by selective information campaigns to participate in vocational education. Findings indicated that while some vocational education for disadvantaged populations is successful, significant numbers of eligible students are not being served.

Venturing Beyond Campus: Students Who Leave College. Haagen, C.H.  
Wesleyan University Press, Middleton, Connecticut, 1977.

A 1973 and 1976 survey of students who left college and those who enrolled for five or six semesters. The reports are a resource for policy makers and those who counsel students.

Vocational Education for Special Groups, Sixth Yearbook. Wall, James E.  
1976. 351 pp. \$12.00.

Available from: American Vocational Association, Inc.  
1510 'H' Street, N.W.  
Washington, D.C. 20005

The focus is on issues, concepts, and strategies impacting directly on the ability of vocational education to deliver its services to special groups which include: the handicapped, women, minorities, retirees, middle-age career changers, prison inmates, migrants, welfare recipients, veterans, and youth.

EMPLOYMENT OF THE DISADVANTAGED

Apprenticeship and Other Blue Collar Job Opportunities for Women.

Wheat, Valerie. 1978. 30 pp. \$3.50.

Available from: Women's Educational Equity Communications Network  
Far West Laboratory (WEECN)  
1855 Folsom St.  
San Francisco, California 94103

Offers a guide to the apprenticeship process and general information on blue collar jobs. Includes profiles and photographs of women on the job, many of whom are minority group members.

Changes In Occupational Characteristics in the Next Decade: Their Implications for Planning in Vocational Education. Lecht, Leonard A., and others. Conference Board, Inc., New York, N.Y., 1976. \$12.71.

Available from EDRS - ED #130-005.

A study seeking to expand occupational information to educators by relating job openings data to earnings, education, and the opportunities individual fields are expected to offer for women and non-whites.

Chicano Workers: Their Utilization and Development. Romero, Fred E.

Chicano Studies Center UCLA, 1979. \$5.75.

Available from: University of California  
Chicano Studies Center-Publication  
405 Hilgard Avenue  
Los Angeles, Ca. 90024  
(213) 825-2642

Brings to attention the lack of input the Chicano Labor Force plays in public policy formation and presents a need for further analysis and action to remedy this. Part III is concerned with formal and informal schooling and training, and Chapter 18 deals with employment counseling and lists local manpower organizations.

Directory of Organizations Promoting Equal Employment Opportunity for Minorities and Women.

Available from: California State Division of  
Apprenticeship Standards  
455 Golden Gate Avenue  
San Francisco, Ca. 94102  
(415) 557-2950

Directory of Special Programs for Minority Group Members. Johnson, Willis L.  
Garrett Park Press. Garrett Park, Maryland 20766, 1975. \$8.50.

Annotated listings of more than 700 organizations which provide employment and/or educational assistance in one form or another to minorities.

Don't Get Fired: 13 Ways To Hold Your Job. Anema, Durlynn.  
James Book Publishers, 3451 Investment Blvd. Suite 5, Hayward, Ca. 94545.  
c. 1978.

Portrays 13 kinds of behavior guaranteed to irk an employer, such as lateness, surliness, and lack of initiative. Teacher's manual included free. Designed for secondary and adult readers.

Equal Employment Opportunity for Minority Group College Graduates: Locating, Recruiting, and Employing. Calvert, Robert, Jr.  
Garrett Park Press, Garrett Park, Maryland 20766, 1975. \$5.00.

A guide by the former University of California Placement Director.

Job Development For The Hard To Employ. Ferman, Louis A.  
Institute of Labor and Industrial Relations, University of Michigan, and Wayne State University, 1969. \$2.00  
Available from: Institute of Labor and Industrial Relations  
P.O. Box 1567  
Ann Arbor, Michigan 48106

Focuses on non-economically disadvantaged, but underutilized workers.

Minorities In The Labor Market. Chicano Studies Center, UCLA, 1977. \$4.50.

Available from: Chicano Studies Center-Publications  
University of California  
405 Hilgard Avenue  
Los Angeles, California 90024  
(213) 825-2642

The major proceedings papers of a public conference on "Minorities in the Labor Market", jointly sponsored by the American Indian Studies Center, the Asian American Studies Center, the Center for Afro-American Studies, the Chicano Studies Center, and the Institute of Industrial Relations, all at UCLA. The papers focus on problems of unemployment, underemployment, and poverty in those minority communities represented by the four ethnic centers.

Placing Minority Women In Professional Jobs. U.S. Employment and Training Administration, Washington, D.C., 1978. 75 pp. \$2.40  
Stock no. #029-000-00 303-3.

Available from: Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402

A manual for setting up and running an employment service specializing in job placement of minority group women. Deals with recruitment of applicants, management, outreach programs, and gives advice on resume preparation.

What Color Is Your Parachute? Bolles, Richard Nelson. Ten Speed Press, 1977 rev. ed. 237 pp. \$5.95.

A practical manual for job hunters and career changers. Suggestions directed at both new graduates and mid-life career changers. Discusses how to cope with the American job hunting system.

## AIDS FOR THE STUDENT

Going Right On: Information and Advice for Minority Students Who Want  
To Continue Their Education After High School. Drummond, Carl.

College Entrance Examination Board, 1975. n.p.

Available from: College Board Publication Orders  
Box 2815  
Princeton, N.J. 08540

Contains general information for minority students on public and private post-secondary education. Reasons are presented for continuing education beyond high school, and the importance of further training for high school dropouts is also stressed.

Nontraditional College Routes to Careers. Splaver, Sarah. Julian Messner, Inc., New York, N.Y., 1975. \$6.95.

Available from: Simon and Schuster, Inc.  
One West 39th Street  
New York, N.Y. 10018

Discusses innovations in higher education which provide college access to the nontraditional student. Includes descriptions of innovative programs nationwide.

Scholarships, Grants, and Loans Available to American Indian Students,  
1978-79. American Indian Studies Center, UCLA, 1978. Free.

Listing of sources across the country who give educational assistance in some form to Native American students. Request a copy from the center. (See Agencies and Organizations).

Selected List of Post-Secondary Education Opportunities for Minorities  
and Women. Smith, Carol J. U.S. Dept. of Health, Education, and Welfare, 1977. 50 pp.

Available from: U.S. Dept. of Health, Education and Welfare/Bureau  
of Higher and Continuing Education  
Washington, D.C. 20202

Provides specific information on loans, scholarships and fellowships, and general information on how and where to seek assistance in pursuing further education goals.

Seven Steps To Finding Your Place In The World Of Work: A Guide For Jewish and Other Minority Youth. Eisen, Irving. B'nai Brith Vocational Service, Washington, D.C., 1971 33 pp. \$2.06.  
Available from EDRS - ED #103-602.

Explores the special aspects of job hunting for minority groups, and discusses how to handle problems if they arise.

Stopping Out: A Guide To Leaving College and Getting Back In.  
M. Evans Publishers, New York, N.Y., 1976. \$3.95.

Advice to students focuses on determining goals, planning finances, work, opportunities for gaining credit outside the classroom, and returning to school. Options, such as getting credit for independent study, are discussed.

Target Vocational Math. Parsky, Larry. Individual student volumes - \$3.50  
Individual teacher's editions - \$3.50 each.

A series of work-text books presenting basic math concepts as they are needed for adult living and in job situations. Presented to appeal to those about to enter the job market who have not mastered these basic concepts. Descriptions and titles of individual volumes follow:

- 1) Mathematics for Employment - Part I  
Basic arithmetic, value of money, making change, and sales tax.
- 2) Mathematics for Employment - Part II  
Working in a restaurant, department store, and dry cleaners.
- 3) Mathematics for the Worker  
Managing your money; working in a gas station, carry-out restaurant; review of sales tax; payroll time cards; and shopping at a supermarket.
- 4) Mathematics for Adult Living  
Using a credit card; understanding the monthly statement, finance charges, payroll time cards, salary and deductions, review of the value of money.
- 5) Mathematics for Family Living  
Using a savings account; bank deposits and withdrawals, charge accounts, review of counting money and telling time.

- 6) Mathematics for Citizenship  
Using a checking account, writing and depositing checks, using a payroll time card, hours worked; overtime earnings.
- 7) Mathematics for Everyday Living  
Sales tax, using a savings account, using a checking account and reconciling with monthly bank statement, working in a restaurant.
- 8) Mathematics for Banking  
All aspects of banking, including checkings, savings, bank statements, loans, interest, travelers checks, credit unions, insurance, safe deposit boxes, and mortgages.

LEARNING KITS, SIMULATIONS,  
AND OTHER TEACHING AIDS

"Consumer"

Developed by Gerald Zaltman. Simulation game. Playing time 1½ to 2½ hours. \$30.00. Available from: Social Studies School Service.

Simulates the problems and economics of installment buying. Deals with budgeting, credit buying, loans, calculating interest rates, negotiating contracts with credit agencies, and coping with unexpected expenses. Can be played with 11 through 34 players.

Dignity '76

Simulation game. Complete Board Game, includes kit, board, die, markers. \$6.95. Available from: Social Studies School Service.

A human relations game which seeks to portray the frustrations of people in ghettos. The object is to reach a square called dignity.

How Do I Fill Out A Form?

Ideal Corporation, 1977. 32 spirit duplicating masters. \$7.95. Available from: Social Studies School Service

Provides practice in filling out forms such as employment applications, tax forms, voter registration forms, and many others.

Indian Reservation: Life Today

Simulation game. 12-32 players, 3-6 hours playing time. University of Alabama, c. 1976. Available from: Social Studies School Service.

Introduces problems encountered by reservation residents. Participants play parts of members of four Indian families, each seeking education and employment while dealing with tribal politics and the Bureau of Indian Affairs.

#### INFO Job Resource Center

Perfection Form, 1976. 6 copies each of 11 Info Job Career Books; 30 student workbooks; 1 teacher's guide; 1 library display box - \$104.00  
Available from: Social Studies School Service.

Combines reference books and student workbooks; describes hundreds of jobs in eleven categories which range from those demanding minimal formal education to those which require graduate degree.

Janus Job Interview Kit. Wing Jew and Robert Tong. Janus Book Publishers, 3541 Investment Blvd. Suite #5, Hayward, California 94545, c. 1977.  
30-8½" x 11" photo interview cards, 3 spirit masters; job ticket book, and teacher's guide. \$29.45.

Provides everything necessary to conduct simulated interviews for thirty entry level positions in a wide variety of fields. Evaluation forms included. Designed for students with high interest/low reading level.

#### Janus Job Planner

Wing Jew and Robert Tong. Janus Book Publishers, 3451 Investment Blvd. Suite #5, Hayward, Ca. 94545, c. 1976. Worktext - \$2.85.

High interest/low reading level worktext helps examine interest and experience as related to values, attitudes, goals, working conditions, pay, and choices of occupation. Designed for the student of limited academic ability.

#### The Job Hunting Game

Interaction Media, c. 1977. Game kit, \$24.00. Available from:  
Social Studies School Service.

Introduces the mechanics of job hunting: i.e., looking through newspapers, using state employment services, following up leads from other sources, evaluating a job in terms of experience, and participating in mock interviews. Low reading level.

My Job Application File

Kahn Carles and others. Janus Book Publishers, c. 1975. 48 pp. \$1.95.

Sample practice application forms with instructions for the student, and a separate teacher's guide. Though designed for slow readers, this learning aid has proven useful for adult basic education classes, vocational counseling sessions, and for students in ESL programs.

The Quick Job Hunting Map - Beginning Version

Bolles, Richard Nelson. Ten Speed Press, 1977. 23 pp. \$1.25.

A "workshop" to help persons analyze their own interests and abilities, identify the environment in which they would like to work and the sort of jobs which would fill all these requirements. Works well individually and in classroom situations.

## FILMSTRIPS/CASSETTES/SLIDES

### "Are Affirmative Action Quotas Fair?"

GP 311 1 cassette \$4.98 Available from: Social Studies School Service

Daniel C. Maguire, a theology professor at Marquette, believes that preferential quotas for minorities and women are justified because of past discrimination. Sidney Hook, a philosophy professor at New York University, attacks racial and sexual quotas as illegal and immoral. Actors read opposing viewpoints.

### "Careers for Bilinguals"

c. 1977; Series of 12 filmstrip programs: 24 color filmstrips; 24 cassettes; 82 spirit masters, 12 teacher's guides. Cost: \$577.00. Available from: Social Studies School Service

Bilingualism (English/Spanish) is described as advantageous in examining a wide range of career opportunities in twelve broad fields. Teacher's guide and cassettes are in both English and Spanish. Includes the following career areas:

1. Public Service/Servicio Publico
2. Business and Finance/El Comercio y las Finanzas
3. Marketing and Distributing/Mercado y Distribucion
4. Construction/Construccion
5. Manufacturing/Fabricacion
6. Agriculture/Agricultura
7. Education/Educacion
8. Energy and Natural Resources/La Energia y Las Riquezas Naturales
9. Arts and Entertainment/Las Artes y Los Espectaculos
10. Transportation/Transporte
11. Communications/Comunicaciones
12. Health Services/Asistencia Medica

### "Careers - The Paraprofessional"

Multi-media Production, c. 1976. 6 color filmstrips, 6 LP records or cassettes, teacher's guide. Cost: \$75.00. Available from: Social Studies School Service.

Six filmstrip programs discuss new opportunities available in the field of paraprofessional work. Includes law, mental health, medicine, teaching, and social service. Describes training needs and specific situations encountered in the field.

"Chinese Americans: Realities and Myths"

The Association of Chinese Teachers, c. 1977.

4 color filmstrips, 4 cassettes, anthology and teacher's guide - \$49.95.  
Available from: Social Studies School Service.

Covers the history of Chinese-Americans, their current communities,  
and misleading stereotypes. Cassette tapes are in English and Cantonese.

"The Distorted Image: Stereotype and Caricature in American Popular  
Graphics, 1859-1922". Anti-Defamation League

60 color slides, 1 cassette, teacher's guide - \$35.00.

Available from Social Studies School Service.

A sharply penetrating review of racial and ethnic stereotypes in such  
large-circulation magazines such as Life, Harpers Weekly, and Puck.  
Each slide is examined with reference to both its apparent meaning and  
its reflection of ethnic stereotypes. For a mature audience.

"Equality: A Look At 'The Dream'"

2 color filmstrips, 2 LP records, teacher's guide - \$52.00.

2 color filmstrips, 2 cassettes, teacher's guide - \$52.00.

Available from: Social Studies School Service.

Examines the achievements and failures of the civil rights program;  
showing how specific goals; i.e., the right to vote, have been achieved,  
while more nebulous goals, such as the end to discrimination in hiring,  
have been more difficult to obtain.

"The First Americans"

1 filmstrip, 1 cassette or LP record; duplicating masters and  
teacher's guide. Cost: \$14.00.

Available from: Social Studies School Service

Discusses the militancy of the American Indian and how it has affected  
life on and off the reservation. Also discusses how Indians differ in  
their approach from other minorities.

"The Japanese Americans: Prejudice in America"

Multimedia Productions, 1977.

4 color filmstrips; 2 LP records or 2 cassettes; teacher's guide,  
\$22.90 and \$33.90.

Available from: Social Studies School Service

An examination of the American Dream as seen by the Japanese immigrants  
and their descendants. Discusses the evacuation camps and post  
World War II experiences.

"The Other American Minorities"

Teaching Resource Films, c. 1973.

Part I - 4 color filmstrips, 2 LP records or cassettes, \$76.00  
teacher's guide.

Part II - 4 color filmstrips, 2 LP records or cassettes, \$76.00  
teacher's guide.

Available from: Social Studies School Service.

Part I deals with American Indians, Mexican-Americans, Cubans,  
Puerto Ricans, Asian Americans and the emerging activism of these  
groups. Part II explores contributions to American achievement by  
"Ex-" minority groups; the Irish, the Jews, the Italians, and the Germans.

"Phase II: Reverse Discrimination"

New York Times, 1978.

NYT 211OR 1 color filmstrip, 1 record and \$98.00  
teacher's guide.

NYT 211OC 1 color filmstrip, 1 cassette and \$98.00  
teacher's guide.

Available from: Social Studies School Service.

Examines the Bakke decision and what it will mean to other  
affirmative action programs.

"Surviving On Your Own"

Ideal Corporation, 1976. 5 color filmstrips, 5 cassettes and teacher's guide - \$105.00.

Available from: Social Studies School Service.

Designed to focus on skills basic to functional literacy. Rich in "survival" information. Filmstrips cover employment, living independently, budgeting and personal finance.

"Vocational Skills for Tomorrow"

Coronet, c. 1975. 6 color filmstrips, 3 cassettes, teacher's guide - \$99.00.

Bilingual Spanish/English programs aimed at students not planning to attend a traditional, four year college. Covers five major areas: business and clerical, commercial and graphic arts, communication and information trades, construction and manufacturing trades and health and medical vocations. Outlines specific schools and training required.

## FILMS AND VIDEO TAPES

### "The Good Life"

Los Angeles Community College, California, 1973.

16 mm. sound film, 4 minutes. n.p.

Available from: Data Films

2625 Temple Street  
Hollywood, California 90026

Four 60 second television commercials designed to recruit handicapped and disadvantaged students for community college programs.

### "The Health Professionals: Helping People"

Taylor, Betty Jo. 1978. 16 mm. sound/color, 30 minutes.

Sale: \$185.00; rental - free.

Available from: Charles H. Boone

Communications Department  
Coca-Cola, U.S.A.  
Drawer 1734  
Atlanta, Georgia 30301

Focuses on the excitement, challenges, and opportunities in many health professions, including those that require only one or two years of college and/or technical training.

### "Shared Illusion"

Slots, Al. UMTV, 1978. Videotape/color/sound, 30 minutes.

Sale: \$150.00; Rental: \$20.00.

Available from: University of Michigan

Television Center/UMTV  
400 South 4th Street  
Ann Arbor, Michigan 48109

"How we define people leads us to decide how we shall treat them."

Teaches useful lessons against stereotyping persons.

The following audio-visual materials, dealing with various aspects of disadvantaged population groups, have been purchased by Los Angeles Valley College. They are in process of being annotated by a committee headed by Dave Moody. Call Mr. Moody at 781-1200, extension 405, for information.

16 mm Films

1. Bill Cosby on Prejudice
2. Manzanar
3. Jesse Jackson and Carolyn Shelton: Pushing for Excellence
4. Rosey Grier: The Courage To Be Me
5. Wataridori: Birds of Passage
6. Wong Sinsaang

Videotape

1. Is It Always Right To Be Right?

Filmstrip

1. Chinese-American Reality: Myth and Stereotypes  
(4 filmstrips/cassettes with book)

## POSTERS AND PHOTO AIDS

### Carteles Puertos Rriquenos (Posters)

Canbbe Northwest Regional Adaption Center, 1973.

Posters: \$1.25 each; \$5.00 per set. Teacher's guide, 86 pp. \$1.30.

Available from: Women's Multicultural Project  
Information Systems Development  
1100 E. 8th Street  
Austin, Texas 78702

Full color posters of historical and contemporary Puerto Ricans divided into four sets. Teacher's manual supplies biographical sketches and suggested activities.

### Chicanos Y Chicanas Prominentes

Educational Consortium, 1924. 24-11" x 14" posters, \$12.50.

Available from: Social Studies School Service.

Black and white line drawings and biographical highlights, in both Spanish and English.

### The Nature of Prejudice

Documentary Photo Aids. 16 photo aids, 11" x 14"; teacher's guide - \$10.50.

Available from: Social Studies School Service

Sixteen photos trace the evolution of human physical features from their original role in providing camouflage in a hostile environment to their modern basis for irrational and damaging prejudice.

### A Portfolio of Outstanding Contemporary American Indians

24 black and white portraits, size 11" x 14", \$12.50.

Available from: Social Studies School Service

Also short biographies of the subjects, who include Vine Deloria, Jr. and N. Scott Momaday.

### 20th Century Hispanic Personalities

20 bound posters, size 11½" x 15½", \$5.95.

Available from: Social Studies School Service

Portrays prominent, Spanish-speaking Americans such as Senator Joseph Montoya, Caesar Chavez, Jose Feliciano, and others. Perforated for easy detachment from binding.

## JOURNALS

"Black Women in the Professions, 1890-1970," Kilson, Marie  
Monthly Labor Review, May 1977, pp. 38-41.  
Available from: U.S. Department of Labor Statistics  
Box 353  
La Plata, Maryland 20646

An overview of the status of black women in professions from a current and historical perspective. Data is compared to that of black professionals; women professionals, and all professionals.

"Communication With Special Populations," Eitzen, Maggie  
New Directions for Community Colleges, Winter 1977, pp. 47-34.

Techniques used by Phoenix College, Arizona to reach minorities, senior citizens, parents with problems, the handicapped, and the economically deprived.

"Continuing Education: The Older, Wiser Student," Riddell, Janet and Bingham, Sam. Ms. Magazine, September 1973, pp. 54-56, pp. 84-89.  
Available from: Ms. Magazine \$1.00.  
370 Lexington Avenue  
New York, N.Y. 10017

Reports the efforts of twenty inner-city women who decided to return to college, urging their own schools and others to grant college credit for work and life experience.

"Counseling for Mid-Life and Beyond," Entine, Alan D. Vocational Guidance Quarterly, June 1977, pp. 332-336.

Psychological and economic factors often are causes of mid-life career and life changes. Vocational counseling can ease the trauma for many.

"The Dark Side of Hispanic Women's Education," Saavedra-Vela, Pilar,  
Agenda, May/June, 1978, pp. 15-18.

Available from: National Council of La Raza  
1725 "I" Street N.W. Suite 210  
Washington, D.C. 20006

Addresses the educational and occupational needs of Hispanic women  
as reflected in a 1976 survey.

"De Anza Builds A Reputation," Anderson, Dru, American Education, May 1974,  
pp. 30-33. \$1.00.

Available from: Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402

Subtitled "A California College helps 'high risk' minority women back  
to classrooms and to feelings of self-worth." Describes the Women's  
Re-entry Program at De Anza College in Cupertino, California which  
serves low income minority women with limited schooling.

"Employing the Disadvantaged: Lessons From the Past Decade,"  
Koch, J.L., California Management Review, volume 14; no. 1, Fall, 1974,  
pp. 68-77.

Examines the lessons learned from the experiences of the 1960's on the  
employment and retention of disadvantaged persons. Outlines  
specific proposals.

"Existing Programs and Emerging Strategies," Harrison, Laurie R. and  
Entine, Alan D., Counseling Psychologist, volume 6; no. 1, 1976, pp. 45-49.

Prospective strategies to improve adult counseling efforts with  
regard to programs for women, ethnic minorities and mid-career change.

"Female and Male Latino College Aspirations," Ovando, Carlos, J.  
Educational Research Quarterly, Winter 1978, pp. 106-122.

Available from: Educational Research Quarterly  
University of Southern California  
School of Education/Phillips Hall  
University Park  
Los Angeles, Ca. 90007

A survey of Hispanic high school students showing that both males  
and females were affected by parental aspirations, perceptions of  
costs and benefits, degrees of ethnic awareness, and social class.

"Gay Student," Canon, Harry J. Vocational Guidance Quarterly, March 1974.  
pp. 181-185.

Available from: National Vocational Guidance Association  
1607 New Hampshire Avenue N.W.  
Washington, D.C. 20009

Discusses the need for career counselors to re-evaluate their personal attitudes toward gay individuals, increase their knowledge of Lesbians and gay men, and consider the role of advocate for young homosexuals seeking employment.

"In Defense of Dropping Out: A Forthright Refutation of Community College Dogma," Hahn, R.W. Community College Review, 1974, vol. 1, issue 4, pp. 35-40.

A discussion which takes issue with the assumption that dropping out is necessarily harmful to the student.

"Inner City Women in White Schools," Miller, Bernice J., The Journal of Negro Education. Howard University, Summer 1973, pp. 392-413.

Available from: The Journal of Negro Education  
Howard University  
Bureau of Educational Research  
Washington, D.C. 20001

single issue: \$2.75.

Focuses on the problems of black women in traditional liberal education systems. Discusses psychological problems of older students and the logistical problems of financial assistance, lack of mobility, and entrance to the job market.

"Meeting the Needs of Special Groups," Spees, Edith C. New Directions for Institutional Research. February 1975, pp. 79-90.

Suggests a framework of statements of mutual rights and responsibilities and organizational mechanisms for educators dealing with special populations.

"Providing Full Vocational Education Opportunity for Special Populations," Phelps, L. Allen, UCLA Educator, vol. 20; no. 2; Spring/Summer, 1978, pp. 13-18.

Discusses individualized programs and plans; non-restrictive environments; non-discriminatory evaluation; advocacy involvement, and emerging research needs.

"The Question of Mobility in Career Development for Black Professionals," Benson, C.A., Personnel Journal, vol. 54; no. 5; May 1975, pp. 272-274.

Non-prejudicial thinking on the part of recruiters, colleges, middle managers, and companies is an important factor in upward mobility on the job for blacks.

"Questions and Answers," Margolis, J., and others. Training and Development Journal, January 1977, pp. 18-21.

Current issues in human resource development include whole person training, minority training, and career development.

"Researchers View Junior College Students," Knoell, Dorothy M. and others. American Association of Junior Colleges, Washington, D.C. Junior College Research Review, vol. 4; no. 2. October 1969, 16 pp. \$1.58.  
Available for purchase from EDRS - ED #032-872  
Available for use at: ERIC Clearinghouse for Junior College  
Information, Powell Library  
U.C.L.A., Los Angeles, Ca.

The author discusses the community service function of the junior college with relation to the under-educated of all ages, and special populations not served by other schools.

"Second Careers and the Adult Educator," McMillan, Robert L. Adult Leadership, March 1977, pp. 201-203.

An examination of major factors related to career change. Covers work ethic, work motivation, and the role of the adult counselor and adult education in adult vocational development.

"The Vocational Aspirations of the Disadvantaged Female,"  
Journal of Employment Counseling, March 1970, pp. 19-25.

Study of aspirations of 415 sixteen to twenty-one year old women of all racial groups entering urban Job Corps programs. It reveals a history of being discouraged from entering skilled trades, and a dearth of professional counseling for the non-college oriented individual.

"Vocational Counseling for Ghetto Women With Prostitution and Domestic Service Backgrounds," Eltyroth, Marjorie, Vocational Guidance Quarterly, September 1973, pp. 32-38.

Available from: National Vocational Guidance Association  
1607 New Hampshire Avenue, N.W.  
Washington, D.C. 20009

Examines characteristics of the two groups of women who entered vocational training through a poverty agency. Includes discussion of counseling problems, counseling approaches and training outcomes.

"Vocational Education Research and Development for Ethnic Minority Students," Hamilton, Phyllis D. National Academy of Sciences, Washington, D.C., 1975. \$3.50. Available from EDRS - ED #130-160.

Vocational education research in minority group needs is examined with relation to past directions and future trends.

"What's A Nice Girl Like You Doing In A Place Like This?" Ebony Magazine June 1977, pp. 103-104.

Available from: Ebony Magazine  
Johnson Publishing Company  
820 South Michigan Avenue  
Chicago, Illinois 60605

Looks at black women working in traditionally male jobs, e.g., security guard, investigator, bus driver, sales representative. Includes photographs and interviews.

"Why College Students Fail," Pitcher, R.W., Funk and Wagnalls, New York, New York, 1970.

Information collected by the Educational Development Center through its educational rehabilitation program has been used to identify the primary cause of failure, and to present practical means of recovery from failure. The goal of the Center is Total rehabilitation of the student.

## NEWSLETTERS

### Orbit

Available from: U.S. Department of Labor  
450 Golden Gate Avenue  
Room 10007  
San Francisco, California 94102

A free publication; request to be put on the mailing list. Weekly newsletter on new directions and perspectives on careers for young adults.

### Workforce

Available from: Vocations for Social Change  
5951 Canning Street  
Oakland, California 94509

Sample copy free or \$0.50 contribution.

A third world publication; carries job listings of groups that are operating as an active and conscious challenge to mainstream institutions. Also publishes a resource directory twice a year.

## AGENCIES

The American Indian Studies Center, Room 3220, Campbell Hall  
UCLA/Los Angeles, Ca. 90024. (213) 825-7315 or 7316; Library 825-4591.

Coordinates educational, research, and action-oriented programs designed to meet the needs of American Indian Students at UCLA, and American Indian Communities in general. The library houses an extensive collection of Native American materials and is available to the student body and the community. Research currently in process includes: "An Analysis of the Bureau of Indian Affairs Impact on Higher Education for American Indian Students." And the center is in the process of compiling a reference file of American Indian Bilingual Education Language Programs and Materials.

American Personnel and Guidance Administration, Local contact: California Personnel and Guidance Association, 654 East Commonwealth Avenue, Fullerton, California. (714) 871-6460.

A scientific and educational association dedicated to the advancement of the discipline of guidance and personnel work. Brings together thirteen associations representing specialized interests in the field. The following divisions listed are concerned with vocational and career education for special populations. A division of the American Personnel and Guidance Association (APGA).

- 1) National Vocational Guidance Association - Provides leadership in the development of guidance theory and practise. Also emphasizes the close relationship and interdependence among personnel workers in schools, colleges, community agencies, business, industry, and government.
- 2) American Rehabilitation Counseling Association - Fosters professional development of rehabilitation counselors to enable them to provide better service in rehabilitation of the handicapped and disabled.
- 3) Association for Non-White Concerns in Personnel and Guidance Emphasizes charitable, scientific and educational activities designed to assist and further the interests of non-whites. Seeks to assist the government in securing equality in the treatment, advancement, qualification and status of non-white individuals in personnel and guidance work.

American Vocational Association, 2020 North 14th Street  
Arlington, Virginia 22201.

A non-profit organization which strives to expand and improve vocational education. Publishes the American Vocational Journal, several monographs, and a yearbook. One section, entitled the National Association of Vocational Education Special Needs Personnel (NAVESNP), serves as a unifying association for all personnel interested in or responsible for learners with special vocational education needs.

Apprenticeship Information Center, 161 West Venice Blvd. Los Angeles, Ca.  
90015. (213) 744-2624.

A good source to obtain applicants interested in apprenticeship or skilled training.

The Asian-American Studies Center, 3232 Campbell Hall, UCLA/Los Angeles  
90024. (213) 825-2974.

Has an international reputation for its work on Asians in the United States. The Research Division activities include the collection of materials and data, and the conducting of research projects. The center operates a reading room which has a collection of ethnic materials including newspapers, newsletters, books and journals. Current research in progress includes educational needs of Asian American children, and Asian women in the labor force. The reading room is open to students and faculty from UCLA and other campuses.

Assist Public and Community Agencies Develop Programs for Low Income and Welfare Women, Deluvina Hernandez, Project Director, National Chicano Foundation, Inc., Special Projects/Box 7306,  
San Antonio, Texas 78207.

Purpose of the project is to develop a curricular career model to assist public and community educational institutions in offering training programs for low income and welfare women, especially those of ethnic, racial, or cultural minority groups.

Association for Cross-Cultural Education and Social Studies (ACCESS)  
4701 Willard Avenue, Suite 1021, Washington, D.C. 20015.

Conducts and sponsors research; provides educational programs reflecting the concerns of the Hispanic population.

Center of African American Studies, 3105 Campbell Hall, UCLA/Los Angeles, Ca. 90024. Library Telephone: (213) 825-6060.

The Center undertakes and sponsors basic and applied research, as well as degree programs on both the graduate and undergraduate level. The library, though it contains basically a non-circulating collection, allows some xeroxing of items. Check with the librarian for information.

Chicano Service Action Center, 2244 Beverly Blvd. (Main Office)  
Los Angeles, California 90057. (213) 381-7261.

Funded by CETA as part of the Women's Job Training Program, the center provides vocational training for women who are unemployed, and in the low income category. Services offered are skills identification, pre-vocational and education counseling, career guidance, job placement, basic English and math, and referral services. There are four centers in the Los Angeles area. Telephone the main office for information.

Chicano Studies Research Library, Chicano Studies Center  
1112 Campbell Hall, UCLA/Los Angeles, Ca. 90024. (213) 825-2105.  
Librarian: Francisco Garcia-Ayvens.

The library, an integral part of the Chicano Studies Center, attempts to identify, acquire, organize and disseminate a significant percentage of the total output of Chicano Studies material. It has English and Spanish language material in all formats and levels of use. The reference collection has a useful selection of directories, and a good selection of materials on vocational guidance and the Chicano. The library is open also to off-campus users, and some materials may be requested through interlibrary loan.

Comision Feminil Mexicana Nacional, 2678 Rolling Vista Drive  
Lomita, California 90717.

Provides Mexican/Chicano women leadership positions in the community.  
Disseminates information regarding work and achievement of Mexican women.

El Proyecto Work Experience Center, 17716 Victory Blvd. #207  
Van Nuys, California 91401. (213) 787-8060.

The center provides work experience, and aids in resume preparation,  
practice interviews and other services to make clients employable.  
Provides special services for the ex-offender.

ERIC Clearinghouse on Junior Colleges, 96 Powell Library/UCLA  
Los Angeles, California 90024. (213) 825-3931.

Although most of the ERIC documents cited in this bibliography are  
housed in the ERIC Clearinghouse for Vocational and Technical  
Education in Columbus, Ohio, it is possible that some citations  
pertaining to junior and community colleges are available for use  
here. However, the librarians at the clearinghouse are extremely  
helpful with any questions you might have on ERIC. Check with them  
if you need assistance.

Information and Referral Services of Los Angeles County, Inc. (INFO)  
621 South Virgil Avenue, Los Angeles, California 90005. (213) 736-1333.

Regional Branches: San Fernando Valley Office  
6851 Lennox Avenue  
Van Nuys, California 91405  
(213) 785-8861

West San Fernando Valley  
7220 Owensmouth Avenue  
Canoga Park, California  
(213) 884-8585

INFO offers free professional casework consultation service to  
individuals in distress and to agencies in need of community services.  
Acts as a general clearinghouse making known available community resources.

Human Resources Development Institute (HRDI)

2140 West 9th Street, Los Angeles, California 90006. (213) 381-5611.

The employment and training arm of AFL-CIO which operates apprenticeship outreach programs for minorities and women. Programs are sponsored by local building trades councils.

League of United Latin American Citizens (LULAC)

National Educational Service Center, Inc., 400 First Street/Suite 716, Washington, D.C. 20001.

Funded by both private and federal sources, LULAC centers provide educational information and support to Hispanic youth, work to increase their enrollment and retention in post-secondary programs, and increase public awareness of the educational problems faced by Hispanics. One of the oldest, and a major national Spanish speaking organizations involved in community and human resource development.

433 West Santa Clara, Santa Ana, California 92707 (714) 575-2816.

Life and Career Choices for Adult Working Class Women

Audrey Branch, Project Director; La Guardia Community College  
Division of Co-operative Education, 31-10 Thomson Avenue  
Long Island City, New York 11101

A project developed to provide adult low-income women with structured experience in the workplace, coupled with intensive, campus-based support.

Los Angeles County OIC, Inc. (Opportunities Industrialization Center)

1201 East First Street, Los Angeles, California 90033

OIC's operate to provide programs to motivate, train, and place community residents in manufacturing and industrial jobs.

Los Angeles Urban League - LEAP

Labor Education Advancement Program, 3450 Mount Vernon Drive,  
Los Angeles, California 90008. (213) 299-9660, Extension 55.

Offers employment counseling; bi-monthly information seminars,  
classroom instruction and coaching in preparation for eligibility  
exams, including G.E.D. preparation, and assistance in preparing  
applications.

L. Miranda and Associates, 4701 Willard Avenue, Suite 102,  
Chevy Chase, Maryland 20015.

Concerned with training Hispanic women in management techniques.

Mexican-American Legal Defense and Education Fund, 1636 West 8th Street,  
Suite 319, Los Angeles, California 90017. (213) 383-6952.

Purpose is to protect, by legal action, the constitutional rights of  
Mexican Americans, and to help educate young Mexican-American lawyers  
so they will assist MALDEF. Has undertaken cases concerning  
job discrimination.

Mexican-American Opportunity Foundation, 670 Monterey Pass Road,  
Monterey Park, California 91754. (213) 289-2000.

Operates a variety of programs serving minority youth in California.  
Has an apprenticeship program which offers counseling and tutoring  
to persons age 18-27 who want to get into the building and construc-  
tion trades.

National Center for Research in Vocational and Technical Education,  
The Ohio State University, 1960 Kenny Road, Columbus, Ohio 43210.

A university-based research and development center which focuses on  
increasing the ability of diverse agencies, institutions, and  
organizations to solve education problems relating to individual  
career planning and preparation.

National Clearinghouse for Bilingual Education, 1500 Wilson Blvd.  
Suite 802, Rosslyn, Virginia 22209. Hotline: (800) 336-4560 (toll free)

Funded by the National Institute of Education, primarily to serve Title VII Bilingual Education Centers. Also publishes a newsletter and a series of guides.

Pacific Asian Consortium in Employment (PACE), 1851 S. Westmoreland Avenue  
Second Floor, Los Angeles, California 90006. (213) 748-8431.

Funded primarily through CETA, PACE puts together community resources and a program of job training and development to provide Pacific-Asian populations employment opportunities. Staffed by multi-lingual personnel, PACE assists Burmese, Cambodian, Chinese, Japanese, Indo-Chinese, Korean, Lao, Malaysian, Filipino, Samoans, Thais, and Vietnamese. It sponsors training programs which include classroom training in English as a second language; work experience and on-the-job training, placement services, and a job bank. PACE charges no fee for placement services.

Recruitment Training Program (RTP) Womens Employment Division,  
1543 West Olympic/Suite 522, Los Angeles, California 90015. (213) 389-2184.

Facilitates placement of qualified minority women in managerial and professional jobs in the private sector. Applicants must be graduates of a four year college, or have had two years at college level, combined with work experience. Assists in test preparation and resume preparation; services are free. This is the only California location.

Ser-Jobs for Progress (Service-Employment-Redevelopment)  
9841 Airport Blvd. Suite 1020, Los Angeles, California 90045  
(213) 649-1511.

An outreach program which offers training, counseling, and job-hunting assistance for minorities and women, particularly Hispanics.

Tri-Valley Indian Council, 1214 Vanowen, North Hollywood, California 91605.  
(213) 763-9128 (from Los Angeles 877-5562)

Acts as a unifying and supporting body for urban Indians and sponsors programs concerned with their health, education and welfare. The educational counseling program provides assistance in career planning, financial assistance, and college placement.

Wendi (Women's Education Development Incentive) Office of Continuing Education for Women, Brevard Community College, 1519 Clearlake Road Cocoa, Florida 32922.

A program designed for disadvantaged women forced to make the transition from homemaker to wage earner. An information newsletter is available.

## SOURCES OF FURTHER INFORMATION

### Bibliography of Language Arts Materials For Native North Americans.

Evans, G. Edward, and others. American Indian Studies Center/UCLA, 1977. 283 pp. \$4.00.

A comprehensive bibliography of ESL, bilingual, and native language arts materials for North American Indians published between 1965-1975. Annotations contain full description of the item including specification as to audience level (beginning, intermediate, or advanced).

Crib Publications, Community Resource Information Bank, Crib Control Center, 3000 West Sixth Street, Los Angeles, California 90020. (213) 380-3681 Ext. 31.

A system of collecting and storing on computers information about community agencies providing a wide variety of free and low cost services. This information is then published and made available in a variety of Resource Directories or "Crib Books." The following is a list of useful publications:

|                                            |         |
|--------------------------------------------|---------|
| 1. Community Group Services                | \$ 5.70 |
| 2. Consumer Services                       | \$ 2.10 |
| 3. Service to the Developmentally Disabled | \$ 2.95 |
| 4. Education Services                      | \$ 6.10 |
| 5. Employment and Training Services        | \$ 4.20 |
| 6. American Indian Services                | \$ 1.65 |
| 7. Women's Services                        | \$ 1.65 |

### Directory of Health, Welfare, Vocational and Recreational Services in Los Angeles City and County. Information and Referral Service of Los Angeles County, Inc., 1979. \$18.50.

Available from: Information and Referral Service of Los Angeles County, Inc.  
621 South Virgil Avenue  
Los Angeles, California 90045

An inclusive directory of direct service agencies and referral agencies. Includes services to the handicapped and physically disabled.

Ethnic Serials at Selected University of California Libraries: A Union List.  
American Indian Studies Center, UCLA 1979. 368 pp. \$6.00.

Compiled by ethnic materials librarians, this union list offers the Afro-American, American Indian, Asian American, and Chicano communities an excellent guide to ethnic serials resources.

The National Career Directory for Free and Inexpensive Guidance Materials.  
Gale, Barry and Gale, Linda. Arco, 1978. \$4.95.

A guide to free and inexpensive materials about careers and opportunities, complete with names and addresses of the sources. Lists materials for more than 2000 careers.

Persons of Spanish Origin In The United States. Bureau of the Census,  
Department of Commerce; Populations Characteristics Series P-20.  
No #328. 1978, 10 pp. \$0.90.

Available from: Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402

Includes information, marital status, and occupational categories of persons of Hispanic origin.

Sourcebook of Equal Educational Opportunity. Second Edition.  
Marquis Academic Media, 1977. \$38.35.

Available from: Marquis Who's Who, Inc.  
200 East Ohio Street  
Chicago, Illinois 60611

Presents a comprehensive picture of the current status of equal opportunity in education. Contains statistical and narrative data gathered from a variety of government and private sources. Covers the following minority groups: American Indian/Native Alaskan, Asian American/Pacific Islander; Blacks, Disadvantaged/White Ethnic groups; Hispanic groups, and women.

Vocational Education for Special Needs Populations.

Magisos, Joel and Jezierski. CVE Publications, 1977. 34 pp. \$2.80 #BB-43.

Available from: National Center for Research in Vocational  
and Technical Education  
Ohio State University  
1960 Kenny Road  
Columbus, Ohio 43210

Provides resumes of relevant material in ERIC and AIM/ARM systems,  
and citations of journal articles.

Workers of Spanish Origin: A Chartbook. U.S. Department of Labor, 1978.

71 pp. \$2.40, Bulletin 1970; (Bulletin 1971 is the Spanish language  
version.)

Available from: Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402

A compilation of data on workers of Spanish origin in the labor force;  
unemployment, work experience and earnings; and income and poverty.

## ORDERING INFORMATION

ERIC Document Reproduction Service  
P.O. Box 190  
Arlington, Virginia 22210

Social Studies School Service  
10000 Culver Blvd. Dept. 5  
P.O. Box 802  
Culver City, California 90230  
(213) 839-2436

Provides books, filmstrips, simulations and other media. Telephone for their catalogs on Guidance/Career Education, Multi-Ethnic materials, and Consumer Education Information.

Janus Book Publishers  
3541 Investment Blvd. Suite 5M  
Hayward, California 94545  
(415) 785-9625

Creates materials for special education students in the area of career education. Write for their special education catalog which includes general order blank.

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